(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)

| West Branch, Iowa | City Council | July 21, 2014 |
|-------------------|--------------|---------------|
| Council Chambers | Meeting | 7:00 p.m. |

Mayor Mark Worrell opened the West Branch City Council meeting at 7:02 p.m. by welcoming the audience and the following City staff: City Administrator Matt Muckler, Police Chief Mike Horihan, Public Works Director Matt Goodale, City Attorney Kevin Olson, and City Engineer Dave Schechinger. Council members: Colton Miller, Brian Pierce, Tim Shields, and Mary Beth Stevenson. Councilperson Jordan Ellyson was absent.

APPROVE AGENDA/CONSENT AGENDA

- a. Approve minutes from the June 23, 2014 City Council Meeting and City Council Work Session.
- b. Approve claims.
- c. Approve Class C Liquor License with Outdoor Service and Sunday Sales for Casa Tequila Foods 3, Inc. DBA Casa Tequila Authentic Mexican Grill.
- d. Approve Class B Beer Permit (includes wine coolers) with Outdoor Service for West Branch Firefighters Inc. on August 1, 2014 and August 2, 2014.
- e. Approve payment to Visu-Sewer, Inc. in the amount of \$80,951.13 for Partial Pay Estimate No. 2 Sanitary Sewer Rehabilitation Phase 1.

Motion by Shields to approve, second by Pierce. AYES: Shields, Pierce, Miller, Stevenson NAYS: None. ABSENT: Ellyson. Motion carried.

| Date 7-21-14 | City of West Branch | |
|----------------------------|--|-----------|
| | Claims Report | |
| Alliant Energy | Various Depts Utilities | 7,853.46 |
| Amazon | Library/Comm & Cult - Supplies | 482.45 |
| Bailey, Kassie | P & R- Reimb. Mileage | 97.35 |
| Baker & Taylor Inc. | Library - Books | 1,060.22 |
| Barnhart's Custom Services | Sewer - Service | 3,074.81 |
| Barron Motor Supply | Streets/Fire - Supplies | 103.39 |
| Ben Jimenez | Library - Summer Reading Program | 350.00 |
| Big Ten Rentals | Comm & Cult - HHTD Tent | 350.33 |
| Cedar County Auditor | Sol Waste/Fire/Police -FY15 Agreements | 18,306.86 |
| Cedar County Recorder | Legal - Document Recordings | 32.00 |
| Cedar County Treasurer | P&R - 2nd 1/2 Wapsi 2012 Taxes | 1,534.00 |
| Cedar Rapids Photo Copy | Library - Service | 158.15 |
| Centurion Technologies Inc | Library - Annual Maint Fee | 88.33 |
| Chris Jones Trucking | Streets - Hauled Roadstone | 160.50 |
| City Of Tipton Rec Dept | Park & Rec -Swim/Baseball Fees | 220.00 |
| Community State Bank | Fire Dept Expansion Loan Pmt | 8,364.57 |

| Computer Projects Of II | Police-Messenger License Renewal | 343.20 |
|--------------------------------|---------------------------------------|-----------|
| Costco Wholesale | P&R/Library - Supplies | 366.13 |
| Croell Redi-Mix Inc | Streets - S 1st St Project | 393.50 |
| Culligan Water | Fire - Water Cond Rental | 33.95 |
| Deweys Jack & Jill | P&R/Library - Supplies | 289.99 |
| Diamond Vogel Paints | Streets - Traffic Paint/Supplies | 1,028.00 |
| Dorsey & Whitney | Legal- Legal Srvs Thru 6-30-14 | 11,586.02 |
| East Cent Intergovt Asn. | Admin - FY15 Membership Dues | 1,346.76 |
| EFTPS | Federal Withholdings | 6,492.97 |
| ETS Corporation | Water/Sewer - Credit Card Fees | 479.38 |
| F&B Communications | Admin/Library - Website Host/Computer | 719.95 |
| FEH Associates | Park&Rec-Proj 2014206 Comm Ctr | 590.00 |
| Fenner, Coleman | Park & Rec - Youth Umpire | 75.00 |
| Financial Adjustment Bureau | Library - Service | 18.40 |
| Galls | Police - Uniforms | 486.83 |
| General Pest Control | Library - Pest Control | 70.00 |
| George Lawson Consulting | Library - Final Charrette Fee | 610.88 |
| GreatAmerica Leasing | Admin - Copier Lease | 252.06 |
| Harry's Custom Trophies | Park & Rec - Supplies | 418.00 |
| Hawkins | Water - Azone 15 | 931.00 |
| HD Cline Company | Cemetery - Parts | 111.54 |
| IMWCA | Various Depts- Work Comp Dep | 10,847.00 |
| Int'l Inst Of Municipal Clerks | Admin -IIMC Dues FY15/CMC Fee | 330.00 |
| Iowa Assn. Mun. Utilities | Sewer - ISWEP Dues | 510.00 |
| Iowa City Landscaping | Streets - Maher Planting | 511.50 |
| Iowa City Press-Citizen | Library - Subscription | 216.41 |
| IC/County Management | Admin - FY15 Dues | 120.00 |
| Iowa DNR | Water - FY15 Water Supply Fee | 271.47 |
| Iowa Dept Of Public Safety | Police - FY15 Annual Fee | 1,200.00 |
| Iowa League Of Cities | Admin - FY15 Member Dues | 1,227.00 |
| Iowa One Call | Water/Sewer - Service | 41.40 |
| Iowa Rural Water Assoc. | Water - Fall Conf Training | 130.00 |
| Joey Dean Wenndt | Fire - July Training | 150.00 |
| Johnson County Emerg. Man. | Fire - FY15 Hazmat 28e | 47.50 |
| Johnson County Refuse | Solid Waste - Recycling June | 3,690.75 |
| Kevin Olson | Legal Services For July 2014 | 1,500.00 |
| L. L. Pelling Co. | Streets - Green St/N Maple Projects | 61,442.80 |
| Lenoch & Cilek | Park & Rec - Supplies | 26.25 |
| Liberty Communications | Various Depts Phone Service | 1,101.93 |
| Librarica | Library - Support Renewal | 313.35 |
| Linn County R.E.C. | Streets - Utilities | 135.00 |
| Lynch's Excavating | Sewer - Service | 110.00 |
| Lynch's Plumbing | Fire/Water - Service/Curb Stop Repair | 565.00 |

| Matt ParrottWater/Sever - Utility Bills478.52Midwest Frame & AxieFire - Service Truck1.738.66Midwest Janitorial ServiceLib/Ti/Admin/Police - Cleaning646.56Mutcipal Signyph Ire.Comm&Cult - Summer Concerts500.00Oass ElectricP&R - New Sor Uons Field3.476.75Overdrive IncLibrary - Ebools267.43Payroll EigensePayroll229.48.30Pitney Bowes IncAdmin - Pottage Meter Lease120.00Pitney Bowes IncAdmin/Vater/Weev - Postage500.00Pitney Bowes Purchase PowerAdmin/Vater Supplies179.52Pitney Bowes IncAdmin/Vater/Weev - Postage500.00Pitney Bowes IncAdmin/Vater Supplies179.52Pitney Bowes IncCemetery/P&R - Service174.00Poula, IslayPark & Rec - Youth Umpire750.00Quality Engraved SignsAdmin - Office Supplies179.52Quality Engraved SignsAdmin - Office Supplies194.84S & G MaterialsStreets - Sand69.40Seneca CompaniesStreets - Sand69.40 <tr<< th=""><th>Mary Baldwin</th><th>Park & Rec - Youth Umpire</th><th>75.00</th></tr<<> | Mary Baldwin | Park & Rec - Youth Umpire | 75.00 |
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| Midwest lanitorial Service Lib/TH/Admin/Police - Cleaning 646.55 Municipal Supply Inc. Water - Supplies 62.93 National Park Service Comm&Concerts 500.00 Oxerdrive Inc Library - Ebols 627.43 Payroll Expense Payroll 27,948.30 Pitney Bowes Library - Postage Meter Lease 120.00 Pitney Bowes Admin - Postage Meter Lease 227.50 Pitney Bowes Inc Admin/Town Hall - Pest Control 93.35 Post Control Admin/Town Hall - Pest Control 93.35 Post Control Admin/Town Hall - Pest Control 93.35 Post Control Admin - Nameplate 75.00 Qualk Jelay Park & Rec - Youth Umpre 75.00 Qualk Jelay Park & Rec - Youth Umpre 75.00 Qualk Jelay Park & Rec - Youth Umpre 75.00 Qualk Jelay Park & Rec - Youth Umpre 75.00 Qualk Jelay Streets - Sand 69.40 Streets - Sand 69.40 59.80 Streets - Sand 69.40 50.00 | Matt Parrott | Water/Sewer - Utility Bills | 478.52 |
| Municipal Supply Inc.Water Supplies62.93National Park ServiceComm&Cult - Summer Concerts500.00Oasis ElectricP&R: New Srv Lons Field3.476.75Overdrive IncLibrary - Ebooks267.433Payroll ExpensePayroll27.948.30Pitney Bowes IncAdmin - Postage Meter Lease120.00Pitney Bowes IncAdmin - Postage Meter Lease227.50Pitney Bowes Purchase PowerAdmin/Water/Sewer - Postage500.00Pumbers Supply Co.Water - Supplies174.00Punkett's Pest ControlAdmin/Mater/Sewer - Postage709.00Quality Engraved SignsAdmin - Postage Neter Lease225.50Punkett's Pest ControlPark & Rec - Youth Umpire75.00Poula, HaleyPark & Rec - Youth Umpire75.00Quality Engraved SignsAdmin - Nameplate16.75Quality Engraved SignsAdmin - Nameplate16.75Quality Engraved SignsAdmin - Nameplate17.55.00Shanelle PedenCable - Videotaping150.00Springdale AgencyStreets - Sarvice Soll Samples17.75.00Singdale AgencyStreets - Sarvice Soll Samples17.57.00Tressurer State Of IowaIowa Sales Tax - June 20142.612.00TyperenPark & Rec Service Lons Field59.00Syningdale AgencyStreets - Sarvice Soll Samples1.75.00Shanelle PedenCable - Videotaping7.01.00UPSService Solf Samples1.75.00Shanelle PedenCable - Videotaping1.0 | Midwest Frame & Axle | Fire - Service Truck | 1,738.66 |
| National Park ServiceComm&Cut L Summer Concerts500.00Oasis ElectricP&R- New Srv Lions Field3,476.75Overdrive IncLibray - Ebooks626.74.3Payroll ExpensePayroll27.948.30Pitney BowesLibray - Postage Meter Lease220.00Pitney Bowes Purchase PowerAdmin - Postage Meter Lease227.50Pitney Bowes Purchase PowerAdmin/Nater/Sewer - Postage500.00Plunkett Sest ControlAdmin/Town Hell - Pest Control93.35Port 'O' Jonny Inc.Cemetery/P&R - Service174.00Poula, HaleyPark & Rec - Youth Umpire75.00Oc Analytical ServicesSewer Wastewater Training/Testing709.00Quality Engraved SignsAdmin - Amenpelate16.75Quil CorpLibrary/Admin - Office Supplies419.68River ProductsStreets - Sand60.40Seneca CompaniesStreets - Sand69.40Seneca CompaniesStreets - Sand69.40Seneca CompaniesStreets - Sand50.00Springdale AgencyStreets - Sand50.00Springdale AgencyStreets - Sand50.00Springdale AgencyStreets - Sand50.00Tressurer State Of IowaIowa Sales Tax - June 201425.12.00TyperenPark & Rec Service Lions Field59.00TyperenPark & Rec Service Lions Field59.00TyperenchologiesAdm/n/Ty/Sew/Cem-Soft Sub Fees8.37.80U Sfart Hygienic LabWater - Testing4.400.00UPs State Hygienic | Midwest Janitorial Service | Lib/TH/Admin/Police - Cleaning | 646.56 |
| Oasis ElectricP&R- New Srv Lions Field3,476.75Overdrive IncLibrary - Ebooks267.43Payroll27,248.30Pitney BowesLibrary - Postage Meter Lease120.00Pitney Bowes IncAdmin - Postage Meter Lease22.75Pitney Bowes IncAdmin / Postage Meter Lease22.75Pitney Bowes SucCemetery/P&R - Service79.52Pitney Bowes SucCemetery/P&R - Service74.00Poula, HaleyPark & Rec - Youth Umpire75.00Oca Analytical ServicesSewer - Youth Umpire75.00Oca Analytical ServicesSewer - Youth Umpire75.00Quilty Engraved SignsAdmin - Nameplate16.75Quilty Engraved SignsStreets - Sand66.40Seneca CompaniesStreets - Sand66.40Seneca CompaniesStreets - Sand64.00Seneca CompaniesStreets - Sand64.00Springfale AgencyStreets - Service Soll Samples1,755.00Springfale AgencyStreets - Service Soll Samples2,612.00Treence GoerdtAdmin - Mainej Rubections24.80.00UPSSewer - Shipping1,90.00Typeren TechnologiesMohtr/Sew/Cem-Soft Sub Fees8,378.00UPSSewer - Shipping7.19.00UPstartLibrary - Supplies15.00UPstartUbrary - Supplies15.00Syntees Street Shipping7.19.00UPstartUbrary - Supplies3.01.30UPstartUbrary - Supplies3.01.30UPstart </td <td>Municipal Supply Inc.</td> <td>Water - Supplies</td> <td>62.93</td> | Municipal Supply Inc. | Water - Supplies | 62.93 |
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| C.C. Analytical ServicesSewer-Wastewater Training/TestingTestingQuality Engraved SignsAdmin - Nameplate16.75Quill CorpLibrary/Admin - Office Supplies419.68River ProductsStreets - Roadstone234.84S & G MaterialsStreets - Sand69.40Seneca CompaniesStreets - Service Soil Samples1,755.00Shanelle PedenCable - Videotaping150.00Springdale AgencyStreets - W/C 2013 Audit Prem1,419.00Terence GoerdtAdmin - Building Inspections245.00The Park It Bike RacksPark&Rec - Bike Rack753.77Treasurer State Of IowaIowa Sales Tax - June 20142,612.00Tyler TechnologiesAdm/Wtr/Sew/Cem-Soft Sub Fees&,378.00U Of I: State Hygienic LabWater - Testing24.00UPSSewer - Shipping71.90UpstartLibrary - Copier Contract76.32Veenstrak K Kim Inc.Sewer/StreetS/Legal/P&Z - Engineering14,107.36WageworksFlex – HCFSA 2014 Payment5.00WalmartLibrary - Supplies30.13West Branch FirefightersFire-Payroll Dues 6/13 - 5/1431,720.00West Branch RepairsStreets/Fire - Service2,736.70West Branch TimesLegal - Publications1,882.63WEX BankPolice - Fuel519.28Windstar LinesPark&Rec - Deposit For Bus Trip100.00 | Port 'O' Jonny Inc. | Cemetery/P&R - Service | 174.00 |
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| Windstar LinesPark&Rec - Deposit For Bus Trip100.00 | West Branch Times | Legal - Publications | 1,882.63 |
| | WEX Bank | Police - Fuel | 519.28 |
| Wood Products Of IowaStreets - Grind Brush Pile9,146.00 | Windstar Lines | Park&Rec - Deposit For Bus Trip | 100.00 |
| | Wood Products Of Iowa | Streets - Grind Brush Pile | 9,146.00 |

| Grand | Total |
|-------|-------|
| | |

| Fund Totals | |
|----------------------------|------------|
| 001 General Fund | 152,691.78 |
| 022 Civic Center | 585.61 |
| 031 Library | 10,389.07 |
| 036 Tort Liability | 11,907.00 |
| 110 Road Use Tax | 49,850.41 |
| 112 Trust And Agency | 1,472.58 |
| 226 Go Debt Service | 8,364.57 |
| 600 Water Fund | 14,508.82 |
| 610 Sewer Fund | 18,243.68 |
| 950 BC/BS Flexible Benefit | 5.00 |
| Grand Total | 268,018.52 |

COMMUNICATIONS/OPEN FORUM

No comments were made during the communications/open forum portion of the meeting.

PUBLIC HEARING/NON-CONSENT AGENDA

Mayor Mark Worrrell-Recognition of Main Street Antiques & Art.

Worrell noted that Main Street Antiques & Art owner Lou Picek could not be in attendance and would be contacted to be recognized at future meeting.

Accept the resignation of Reserve Officer Todd Thurman from the West Branch Police Department.

Motion by Shields to approve the resignation of Todd Thurman, second by Pierce. AYES: Shields, Pierce, Miller, Stevenson. NAYS: None. ABSENT: Ellyson. Motion carried.

Mayor Mark Worrell - Recognition of Reserve Officer Todd Thurman.

Worrell acknowledged Horihan who recognized Thurman for four years of exemplary service as a reserve officer. Horihan also noted that Thurman was the lead contact for the Department's drug disposal programs and also provided assistance for the Department during Hoover's Hometown Days.

<u>Third Reading of Ordinance 724, amending Title Chapter 69 "Parking Regulations."</u> Motion by Stevenson to approve Ordinance 724, second by Miller. AYES: Stevenson, Miller, Pierce, Shields. NAYS: None. ABSENT: Ellyson. Motion carried.

ORDINANCE NO. 724 AN ORDINANCE AMENDING TITLE CHAPTER 69 "PARKING REGULATONS"

268,018.52

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 69 "PARKING REGULATIONS" of the Code of West Branch, Iowa is hereby amended by adding the following subsection, Section 69.08.66:

69.08 - NO PARKING ZONES

66. The north side of Greenview Drive beginning at the east property line of 5 Greenview Drive and extending west 320 feet.

- 2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.
- 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
- 4. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 21st day of July, 2014.First Reading:June 2, 2014Second Reading:June 23, 2014Third Reading:July 21, 2014

Mark Worrell, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

Resolution 1215, directing the city administrator to send a letter to certain Pedersen Valley Part IV residents on stormwater issues.

Brian Driscoll, 701 W Orange Street, asked Worrell to recuse himself from the discussion. Driscoll also asked about the minimum low openings. Kirsten Nelson, 703 W Orange Street, asked who is responsible for maintaining the storm drains in the area and how it would be addressed. Nelson also asked about areas being clear of vegetation. Angie Cochran, 801 W Orange Street, asked who is responsible for silts fences, and who monitors their locations after a lot has been developed. Shields asked about the restrictive covenants for the development, and Olson clarified the portion of the covenants that addressed stormwater and natural drainage ways. Muckler noted that it was the City's responsibility to maintain drains and other stormwater infrastructure within stormwater easements. Muckler noted that the City Council could consider more stringent standards for building permits, such as requiring grading plans for individual lots that might alleviate some of these problems, but would also increase the cost of development. Pierce stated that he did not want residents to have the impression that the City was washing their hands of these issues. Worrell apologized to the public if there was an impression that there was a conflict of interest in this situation, but explained that he had not held the contract with the developer to monitor the National Pollutant Discharge Elimination System (NPDES) Permit since October of last year. Worrell stated that he has a right to make a living in town and that the work he completed on behalf of the developer in question resulted from his company being the low bidder on the project. The Iowa

Department of Natural Resources was noted as the regulatory agency for the developer's NPDES Permit. Schechinger explained how the subdivision was designed for a five-year flood event and how streets become the conveyance system for rains that occur in excess of that design standard. Stevenson noted that it is not possible to plan or design for the severe flash flooding that recently occurred in West Branch. Muckler stated that the City has invested considerable resources in recent storm water initiatives, including taking voluntary membership in the Iowa Stormwater Education Program (ISWEP), sending city staff to ISWEP training and certification courses, paying for Hoover Dam retention facility engineering fees, completing ongoing creek maintenance, and establishing a storm water utility.

Motion by Shields to approve Resolution 1215, second by Stevenson. AYES: Shields, Stevenson, Miller, Pierce. NAYS: None. ABSENT: Ellyson. Motion carried.

Todd Thein – Pedersen Valley Part IV Flooding Issues.

Thein, 701 Sullivan Street, noted that the accountability for specifications should be by code. Thein also mentioned that he faced many issues as his own home was built. Thein closed his comments by offering himself as a volunteer on a future committee which could troubleshoot issues and help improve the process.

<u>Resolution 1216, approving those certain agreements in connection with the Oliphant Street</u> <u>Sidewalk Improvements – Phase 2 Project.</u>

Muckler noted that all thirteen easements had been signed.

Motion by Shields to approve Resolution 1216, second by Stevenson. AYES: Shields, Stevenson, Miller, Pierce. NAYS: None. ABSENT: Ellyson. Motion carried.

Resolution 1217, setting the salary for an employee for the fiscal year 2014-2015. Horihan noted that Koranda's names was erroneously omitted from a previous resolution. Koranda, a part time officer for the City, has been able to cover some weekend shifts for the Department.

Motion by Pierce to approve Resolution 1217, second by Shields. AYES: Pierce, Shields, Miller, Stevenson. NAYS: None. ABSENT: Ellyson. Motion carried.

Resolution 1218, approving consulting services agreement with Elert & Associates for an emergency communications feasibility study in an amount not to exceed \$8,600.

Horihan noted that the Police and Fire Departments are in need of having an effective and reliable communication system for emergency services. He also noted that the purpose of the study is to analyze and assess the needs based on calls for service and providing an efficient radio system for both Departments.

Motion by Pierce to approve Resolution 1218, second by Shields. AYES: Pierce, Shields, Miller, Stevenson. NAYS: None. ABSENT: Ellyson. Motion carried.

Resolution 1220, adopting the *Strategic Plan for Park & Rec Capital Improvements: West* Branch, IA.

Motion by Shields to approve Resolution 1220, second by Pierce. AYES: Shields, Pierce, Miller, Stevenson. NAYS: None. ABSENT: Ellyson. Motion carried.

CITY STAFF REPORTS

<u>City Engineer Dave Schechinger-Lift Station, Wastewater Lagoons, and other Flooding Issues</u> around West Branch.

Schechinger shared photos with Council regarding the recent flooding and its impact on City infrastructure. Stevenson noted the flooding impact at the Police Department. Stevenson also asked if a hydrologic study could be done, which could help provide better structures for future events.

<u>City Attorney Kevin Olson-ballot language for the November 4, 2014 ballot to support the initial phase of city park improvements.</u>

Olson noted that he is working with bond counsel to develop appropriate ballot language to be presented to Council for their consideration at a future meeting regarding the November 4, 2014 city park improvements vote.

Public Works Director Matt Goodale-Seal coat estimate.

Goodale noted that the annual seal coat quote came in higher than expected due to the rough winter. The Council had budgeted \$37,000.00 towards seal coat work in Greenview and the Cemetery that Goodale suggested may have to wait until the next fiscal year. Council asked Goodale to provide options at the next Council Meeting.

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Miller asked about the condition of Second Street and the Cookson Subdivision. Shields asked about a snow fence on Scott Drive. Worrell reminded everyone of the upcoming Hoover's Hometown Days on August 1-2, 2014.

ADJOURNMENT

Motion by Shields to adjourn the city council meeting, second by Pierce. Motion carried on a voice vote. City Council meeting adjourned at 8:52 p.m.

Mark Worrell, Mayor

ATTEST: _

Matt Muckler, City Administrator/Clerk